For Department & Program Chairs

Approve, Send Back, or Deny Submitted Time

From your Inbox:

1. Access and review the submitted time entry in the Entries to Approve section.
1. Click the magnifying glass icon's **Related Actions** under Details to view more information.
2. Click **Approve**, **Send Back**, **Deny**, or **Close**. If you deny or send back the request, you will need to enter a reason.
3. Check the Process History section to verify that the time entry was approved.

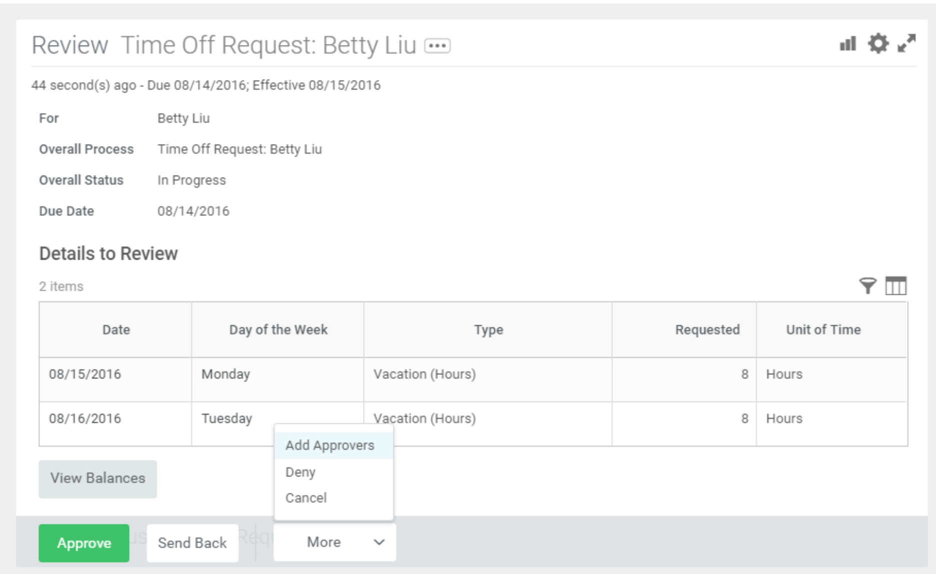
Modify or Delete a Worker's Time

From the My Team worklet:

1. Click the worker's **Related Actions** ••• > **Time and Leave** > **Enter Time**.
2. Click a time block to change details.
3. Click either **OK** or **Delete**.
4. Click **Submit** and verify that the information is accurate.
5. Click Submit again.
6. Click the **Details and Process** arrow and the magnifying glass icon's **Related Actions** to view more information.
7. Click the **Process** tab to view the approval status.

Approve, Deny, and Send Time Off Requests Back

1. Click the **Profile** icon.
2. Click the **Inbox** link.
3. Click the **Time Off Request**.
4. Click the **View Balances** button to view an employee’s time off balances (optional).
5. Click **Approve**, **Send Back**, **Add Approvers** (this option may be under the More menu) or **More**. From the **More** menu, you can select **Deny** or **Cancel**.



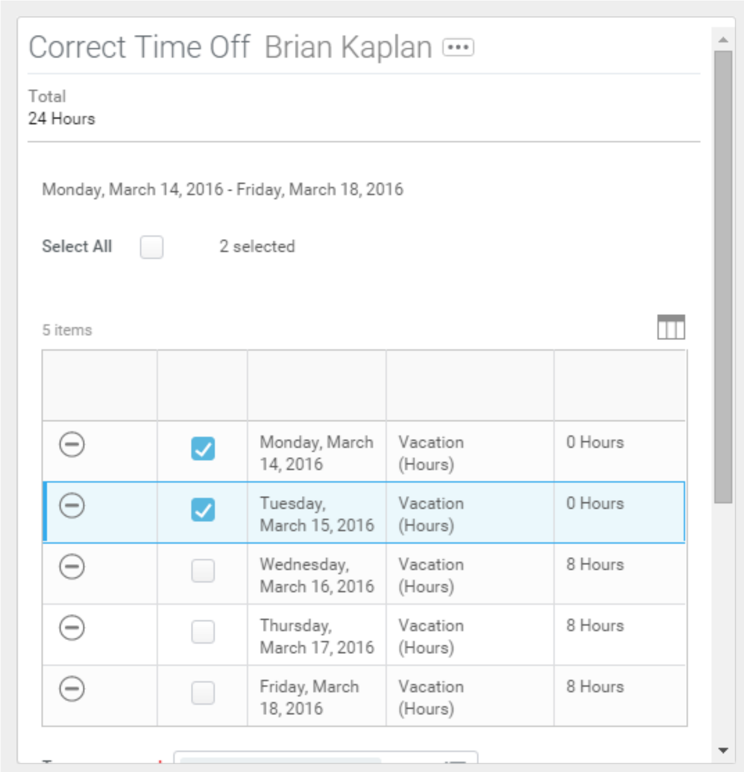
6. If approved, click the **Detail and Process** arrow to view the employee’s time off summary.

Correct Time Off for a Direct Report

In order to correct time off for a direct report, you must have the correct permissions enabled for the task.

From the Team Time Off worklet:

1. Click **Correct Time Off** under Actions. This option only works after a time off request has been submitted and approved.
2. Select the employee.
3. Click **OK**.
4. Click a time off entry to open the details.
5. Select the days off you want to correct.



6. Correct a previously approved time off entry by entering the correct number of hours per day. Enter *0* to remove approved time off days.
7. Enter a comment if needed.
8. Click **Continue**.
9. Click **Submit**.

Add Inbox Delegations

From the Profile menu:

1. Click **Inbox**, then the **Actions** tab.
2. Click the unlabeled **More** pull-down menu, and select **My Delegations**. Here, you can view your current delegations or add new ones.
3. Click the **Manage Delegations** button.
4. Select Begin and End dates to let the system know how long the delegation will last.
5. Select the person you want to delegate your Inbox to. Typically, this would be someone on your management team or one of your peer managers.
6. Select the business processes you want your delegate to do Inbox tasks on your behalf or select **For all Business Processes**.
7. Click **Submit.**